February 2008							
<u>Date</u>	<u>Title</u>	<u>Location</u>	Time	<u>Length</u>	Instructor		
February 1 February 1	Structured Interviewing Basic Microsoft Power Point	Human Resources Human Resources	8:00 8:00	4 Hours	Pam Wilson Sonia Wallace		
February 1	Sexual Harassment/Sexual Misconduct	Training Academy	8:00	5 Hours	Sherman/Beaumont		
February 4-8 February 5	MIPS Safety Class Administering Discipline	Training Academy Training Academy	8:00 8:00	40 Hours 4 Hours	Sonia Wallace Tommy Rochelle		
February 5 February 5	Performance Evaluation Grievance Prevention and Handling	Training Academy Little Rock	12:30 9:00	4 Hours 6 Hours	Tommy Rochelle Inter Agency		
February 6	e-OMIS Training - Security	Human Resources	8:00	4 Hours	Joyce Taylor		
February 6-7 February 7	Management Effectiveness Advanced e-OMIS Security	Training Academy Human Resources	8:00 8:00	16 Hours 4 Hours	Sherman/Beaumont Joyce Taylor		
February 8 February 8	Interpersonal Communications Written Business Communication	Little Rock Little Rock	9:00 9:00	6 Hours 6 Hours	Inter Agency Inter Agency		
February 11-15	Training Design and Development	Training Academy	8:00	40 Hours	Beaumont		
February 12 February 13	Using Microsoft Word e-OMIS Training - Security	Human Resources Human Resources	8:00 8:00	4 Hours	Cindy Windle Joyce Taylor		
February 13	Dealing with the Multi-Generational Workforce	Training Academy	8:00	8 Hours	Tommy Rochelle		
February 14 February 14	Introduction to Computers and Internet Navigation Fair Labor Standards Act	Human Resources Human Resources	8:00 8:00	4 Hours 4 Hours	Jocelyn Hamby Pam Riegler		
February 14-15	The Human Element	Little Rock	9:00	12 Hours	Inter Agency		
February 19 February 19	Stress Management Cultural Awareness	Little Rock Human Resources	9:00 8:00	6 Hours 4 Hours	Inter Agency Ardella Bearden		
February 19	Performance Evaluation	Human Resources	12:30		Toni Bradley		
February 19 February 20	Interpersonal Communications Basic Microsoft Excel	Training Academy Human Resources	8:00 8:00	8 Hours 4 Hours	Sherman/Beaumont Brenda Albright		
February 20	e-OMIS Training - Basic	Human Resources	8:00 8:00	4 Hours 16 Hours	Joyce Taylor Sherman/Beaumont		
February 20-21 February 21	Introduction to Management Grievance Prevention and Handling	Training Academy Human Resources	8:00	5 Hours	Tracey Robertson		
February 21-22 February 25-28	The Human Element MIPS Character in Corrections	Training Academy Training Academy	8:30 8:00	14 Hours 40 Hours	Jackie Moore Chaplain Yancey		
February 25-29	MIPS Health and Wellness Class	Human Resources	8:00	40 Hours	Erin Johnson		
February 27-28 February 27	Emergency Preparedness Training e-OMIS Training - Security	Training Academy Human Resources	8:00 8:00	16 Hours 4 Hours	Wallace McNary  Joyce Taylor		
February 28	Advanced Interpersonal Communication	Training Academy	8:00	8 Hours	Sherman/Beaumont		
	Additional Training						
On an Envallment					Delevid Bekinsen		
Open Enrollment	Advanced Drivers Techniques - As scheduled by your Unit Trainer	Unit			Roland Robinson		
Open Enrollment	National Institute of Corrections	Notional Institute		Varied	Calf Daged		
Open Enrollment	Internet Based e-Learning Classes Contact your Unit Trainer for information	National Institute of Corrections		varied	Self-Paced		

This monthly training schedule does not reflect all training opportunities available in the Department of Correction.

Your unit trainer has information for classes with Criminal Justice Institute, Inter Agency and E-Learning

Revised 12/19/2007